**Coordinator’s Report**

As in previous years, I have outlined what the coordinator does, I have jotted down a list of a few responsibilities. If you have any queries with regards to any of these things, please feel free to ask me. I won’t talk through the list, but I’ll leave it on the screen and if you need to refer to it in the future, it’s attached to this report.

Coordinator responsibilities:

* All emails in and out of coordinator @ email address
* Assisting members with their applications during sign up
* Maintaining members database throughout sign up
* Organising and numbering database entries
* Proofreading (along with other committee members) of all members entries and catalogue.
* Coordinating between our Map Designers and Graphic Designer
* Editing (in line with Final Database) Members Entries on Wordpress
* Organising Pick Up Points and Book Distribution

Summary of Points for NEOS 2022:

* Membership
* Database Organisation
* Late/Incomplete Entries
* Out of Area Applications
* Group Applications
* Pick Up Points
* Overview

Full Report:

**2022 Membership**

During sign up this year we had 308 registrations. This included 99 in the first day and 160 in the first week. As a direct comparison to sign up in 2020 and 2021, we had 160 registrations in the first 7 days, both years.

After implementing the 300 member limit at the 2019 AGM, our first week of sign up is now the busiest time. Historically, the last week of sign up has been the busiest, but this has now flipped, implying that our members are keen to make sure they get a place in the 300.

When we implemented the 300 limit, we also mentioned we would implement a waiting list system, but this hasn’t been required yet.

The membership figures for this year look like this:

**Members Signed Up 288\***

Single Members 273

Single Youth Members 2

Small Group 6

Large Group 7

\*1 member withdrew after this due to unforeseen circumstances

**Friends of NEOS** (not included in the total above) 2

New members 65

*Comprising of:*

*Single Members 61*

*Single Youth Members 1*

*Small Group 1*

*Large Group 2*

**Late/Incomplete Entries**

There were only a handful of members with incomplete entries, for example, missing image/venue directions. These members were contacted and all of the information was provided within the first week of April, so no deadlines were disturbed.

**Out of Area Applicants**

We had 5 Out Of Area Applicants this year. 3 of the members are long standing NEOS members, so they were aware of the process. There weren’t any issues surrounding the additional paperwork they had to complete. Everyone completed the necessary forms and completed their online entries well within the time scales.

**Group Applications**

Similarly with Out Of Area applications, Group applications take a lot more administration. But due to already holding a large majority of our groups information, we could provide “Grandfather Rights” to our long standing Groups.

We had 3 new groups this year. All 3 groups provided all of the information asked for and there were no delays caused in their sign up.

We did not receive any of the usual questions we get surrounding Group Entries this year.

* “My friends and I are thinking about entering as a group to save money”
* “What’s the cheapest way to enter NEOS?”
* “If I want to share a venue with someone, does that mean we have to enter as a group?”

**Database Organisation**

We wanted to give you an insight into the processes we implement during the organisation of the database (along with some timescales).

First week after Sign Up closes

* Sign Up closes and we download the unformatted database from the website.
* We run through the excel spreadsheet and highlight unpaid and incomplete entries.
* Unpaid entries are chased (email/phone calls)
* Incomplete entries are assessed, if they are almost complete we contact the member to ask for the missing information. If the entry has very little information (and is unpaid) we delete these entries.

Second week after Sign Up closes

* All entries should be paid for and completed by now
* Each individual ‘Display Name’ is reviewed (including contacting some members to confirm their preference for alphabetisation)
* The database is alphabetised and numbered.
* Formatting and Proofing the database begins
* Member’s images downloaded from website and numbered

End of April

* First proof of the database is sent to committee members for review (the database is usually split between the volunteers)
* Any edits that come back from committee are implemented
* Excel Spreadsheet of database sent to Graphic Designer

Beginning of May (whilst the database is with the Graphic Designer)

* Each individual online entry is edited in line with any proof changes made to the main database.
* All online entries are numbered
* All website and Social Media links are checked via the online entries
* Member’s sent link to proof read their Online Entry (deadline given)
* Changes made to online entries in line with member’s comments
* Changes noted and sent to Graphic Designer
* Final database is saved and passed to the Social Media Coordinator, along with member’s images so that the Social Media Campaign can begin (14th May).

End of May/Beginning of June

* Graphic Designer sends proof of book to committee members
* Any changes required by committee are implemented
* Book proof sent to members (deadline given)
* All members comments/changes are collated and sent to Graphic Designer
* Final book proof is returned to committee for checking before being sent to the printers.

**Pick Up Points**

It was extremely helpful to have the “Willing to be a Pick Up Point” tick box on the online entry again this year. So many of you ticked the box this year, and we are very grateful for this. It meant we already had a list of people willing to help which cut down the work significantly. The distribution areas were then divided between those that had volunteered.

We had a few hiccups with the 3rd party distributer this year, which meant a few of our Volunteer Pick Up Points were inconvenienced. It is not ever something we want to deal with. A lot of work goes into organizing the Pick Up Point’s Database and we ask our Pick Up Points to volunteer their time (and space) to help us, so this was frustrating. The distribution of the books is definitely something we will be looking into for the future so that we have more control over it.

**Overview**

Overall, we have had some very positive feedback this year, and we hope your entire NEOS experience was positive.

We implemented a section in the sign up form this year allowing our members to mark down if they had taken part in NEOS before. This was incredibly helpful when organizing the database and the yellow signs distribution (hiccups aside).

We are always eager to evolve and take on board everyone’s point of views and ideas. If there are things you have learned or processes that you have implemented that you feel may benefit NEOS as a whole, please let us know.

If there is anything you feel may help us in the future, or if there are any issues you had outwith the points I have raised above, please feel free to email me at: [Coordinator@northeastopenstudios.co.uk](mailto:Coordinator@northeastopenstudios.co.uk)

Furthermore, if there is anything you would like me to add into my reporting or focus on, just let me know and I can provide the necessary information.

Thank you.